



May 11, 2018

City of Sparks
Building Division Permit Services
431 Prater Way
Sparks, Nevada 89431

Attention: Mark Meranda, Chief Building Official

Subject: Purchase Order - Existing Professional Services Contract

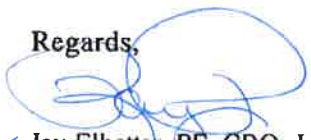
Mr. Meranda:

Charles Abbott Associates (CAA) is fully committed to provide staff and services to meet the City's demands and has enjoyed the relationship that we have had with you for the past several years. With your consent, we would like to continue that relationship for 2018-2019 fiscal year and understand that you would like an estimate of the associated fees, to present to the City Council for approval.

I have reviewed the existing contract we have in place, along with the recently revised fee schedule, contract terms and conditions, and determined that there is no need for additional change or revision. City staff has also indicated that the amount of work for the coming year will be similar to the past year. Assuming that to be the case, we estimate the amount needed to perform plan check services will be approximately \$100,000.

Please let me know if you have any questions or if you need additional information regarding this, or any other issue.

Regards,


for Jay Elbetta, PE, CBO, LEED-AP
Charles Abbott Associates
Regional Director
949-287-9134